

A BLM Manager's Responsibilities for Continuity of Operations Plans

National Capital Region, State,
District and Field Offices



The scene on Aug. 20, 1989, the day after a Consolidated Edison manhole exploded at Third Avenue and 20th Street near Gramercy Park. (Photo: Marilyn K. Yee/The New York Times)

Course Objectives

- Define Continuity of Operations
- Explain the elements of a viable COOP
- How to identify and prioritize essential functions

Course Objectives

- Identify staffing and resource requirements
- Identify mission-critical data
- How to identify procedures required to support your state, district, field office COOP Programs
- Possible reasons for COOP plan activation

Course Objectives

- How the COOP plan works together with other contingency plans
- Important considerations for alternate facility operations (To Go Kit)
- The purpose of a CAP

Levels of Functions

- National Essential Functions (Federal) (NEF)
- Primary Mission Essential Functions (DOI)(PMEF)
- Mission Essential Functions (MEF) (Bureau of Land Management)
- Essential Activities and Functions (State/District/Field) (EAF)

National Essential Functions

- Ensure the continued function of our form of government
- Providing leadership visible to the nation and the world
- Defending the constitution against all enemies
- Maintaining and fostering relationships with foreign nations

National Essential Functions

- Protecting against threats to the homeland
- Providing rapid and effective response to incidents and attacks
- Protecting and stabilizing the nation's economy
- Providing for critical federal government services for health, safety, and welfare

DOI Mission Essential Functions

- Coordinate federal emergency response on DOI public and tribal lands
- Provide essential law enforcement and infrastructure protection
- Provide emergency response to support firefighting and search and rescue
- Zoonotics threats
- Water and Power supplies

BLM Mission Essential Functions

- The BLM will continue or resume during an all-hazards incident, the production of oil, gas, and minerals on BLM lands and
- That the BLM will protect and enable access to land ownership records and leases in order to continue or resume payments and receive royalties from its oil, gas, and mineral production and operations

Essential Activities and Functions

- Activities that are non mission essential functions, but enable the execution of BLM MEFs at all levels



Criteria for COOP Activation

- Your COOP should be activated if:
 - ❖ Your office is closed for 12 hours or greater
 - ❖ If your office will remain close for less than 30 days

Key COOP Components

- Leadership
- Staff
- Communications
- Facilities

Program Elements

- Identification of Essential Functions
- Delegations of Authority
- Orders of Succession
- Alternating Operating Facilities
- Interoperable Communications
- Vital Records and Databases
- Human Capital
- Test, Training, and Exercises
- Devolution
- Reconstitution

The Washington Office Order of Succession

- Director
- Deputy Director (Operations)
- Deputy Director (Programs and Policy)
- Assistant Director (Business and Fiscal Resources)
- Deputy AD Fire Operations at NIFC

States Order of Succession

- Refer to your State Office COOP Plan
- Staff selection criteria should be determined by each individual state



Employee Accountability



El Centro Field Office



El Centro Field Office



El Centro Field Office



COOP Plan Activation

Any incident that effects BLM
operations, facilities and/or
personnel should be reported to the
IOC at:

1-877-246-1373

or email

doi_watch_office@IOS.doi.gov

Testing, Training and Exercises

- Major Components of COOP readiness
 - ❖ Maintain a continuous state of alert
 - ❖ Team members must be aware of roles/responsibilities
 - ❖ Testing ensures familiarity with your COOP plan

Elements of Training

- Annual COOP Awareness Training
- Leadership Training
- Delegations of Authority
- Orders of Succession
- Alternative Facilities
- Communications
- Vital Records
- Reconstitution

COOP Plan Activation

- Examples of plan activation includes:
 - ❖ Facility Fires, explosions
 - ❖ System, mechanical failures, loss of utilities
 - ❖ Civil disturbances, Terrorist/criminal acts
 - ❖ Acts of nature
 - ❖ Manmade disasters
 - ❖ Epidemics/pandemics

Levels of COOP Activation

- COOP plans can be initiated at all levels :
 - ❖ WO - events in D.C. area
 - ❖ State - local to area
 - ❖ District/Field- local to State
- Assessing the appropriate level of activation to mitigate the impact of the incident/event is determined by local BLM authority

Continuity of Government Condition (COGCON)

- COOP alert and deployment options table
- WO Specific, however has MEF implications



COGCON

- Establishes continuation of government readiness conditions-for levels in the capital region only
- Requires Federal Departments and Agencies to deploy COOP Personnel to continuity facilities *before* COOP plan activation under certain COGCON levels

COGCON

- Federal Executive Branch Departments and agencies in the National Capital Region, including DOI and Bureaus, must perform a certain set of actions in response to a change in the COGCON level
- COGCON examples: Inauguration, State of Union Address, high alert situations, etc.

Relocation

- COOP activation
- Notify essential personnel
- Identify leadership
- Report your status to BLM leadership
- Move to the alternate facility
- Take the “To Go Kit”
- Move vital records

Continuity is the Key

- Guidance for non-deployed personnel
- Acquire resources
- Notification to stake holders



Reconstitution Elements

- Assess the facility
- Supervise the repairs
- Notify the decision makers of the status of the repairs

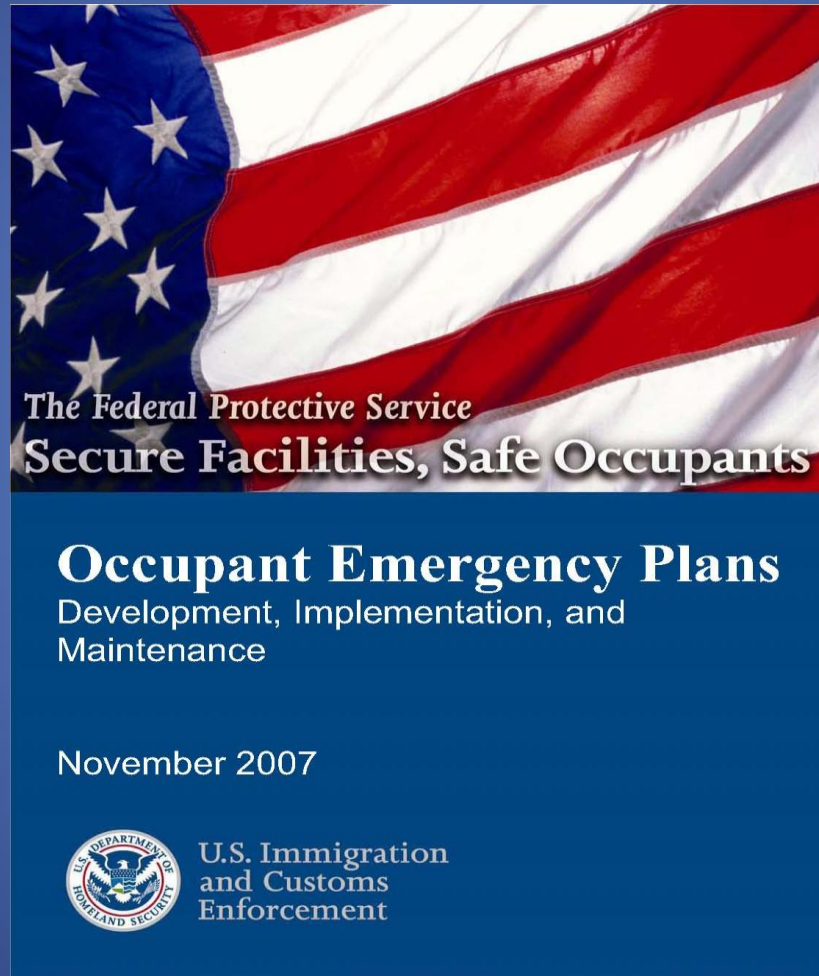
Plans that interface with COOP Plans

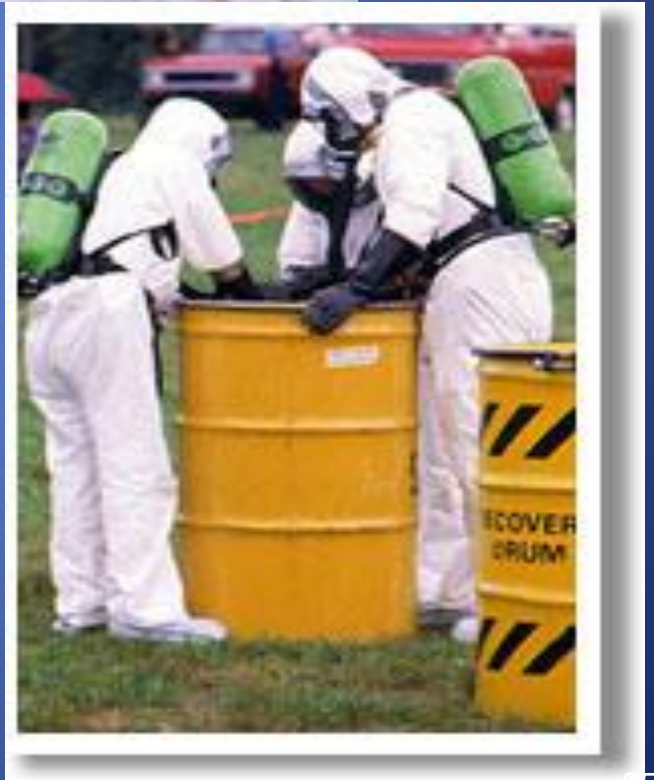
- All-Hazards Plans (floods, hurricanes, oil spills, environmental damage)
- Records Management Plans (vital records)
- Safety and Occupational Health
- Occupant Emergency Plans
- Human Resources

Plans that interface with COOP Plans

- Pandemic Plans
- The Information Technology Contingency Plans
- Tele-work
- Environmental Safeguards Plan for all hazards/emergencies

Occupant Emergency Plans











Preparing Your Family

Web sites with practical guidance and checklists to help with family support planning:

- FEMA—Community and Family Preparedness
- FEMA—Are You Ready?
- Ready America
- The American Red Cross
- CDC—Emergency Preparedness
- CNIC—Operation Prepare
- HHS—Pandemic Influenza Planning

Mobile EOC



Corrective Action Plan - Definition

- A Corrective Action Plan is a process to correct deficiencies found in a COOP program as a result of a program review, an exercise or post incident



Corrective Action Plan Elements

- Exercise/name event
- Date
- Submitting office
- Problem statement
- Solutions

Summary and Questions

